

STI Standardization FAQ

Why is KDE standardizing these data elements?

Why is KDE standardizing these data elements? Specific data elements must be collected to insure that accurate information will be used for NCLB and STI State. Data standardization is the necessary to maintain that these programs will have the correct and accurate information now and for the future. We have supplied this FAQ to answer the questions that we receive most often.

If there are any additional questions or suggestions please contact Windy Newton at 564-5279 or mail to Windy.Newton@education.ky.gov

1. How is the K-Day code used?

- The K-Day code is used for extended school breaks, such as spring and fall break, and would include using “X” days.
- Using the K-Day codes signifies that a day or week is a non-membership, non-attendance day in a school’s calendar. Ignore K on PA2, etc; use +K for these.

2. Do we have to use the MUNIS number for teacher number?

- You don’t have to use the MUNIS number for the teacher number. The teacher’s SSN is required for LEAD.

3. Do I have to complete both the physical and mailing addresses?

- Yes, both are required if the addresses are different. If the mailing and physical are the same, after completing the mailing, if you hit the tab key, it will automatically copy the mailing to the physical. Then you only need to change it if it is different.
- Use the appropriate Postal Abbreviations for each mailing address.

4. Which number on the birth certificate is used? Is Verifier Required?

- The birth certificate number is comprised of a series of three numbers. The first is the file number, which for KY is always 116. This is followed by the year of birth, then a four to five digit number. If the student is from out of state or country, complete the number if available, otherwise leave blank.
- A student birth certificate is required only upon enrollment of a new student for any elementary or secondary school.
- Verifier is not required.

- 5. If school is selected as a Title I School Wide Program under Utilities menu, do I have to check every student? What about Targeted Assistance?**
- If you are a school-wide program it is not necessary that you check the Title I indicator for every student. If you are a targeted assistance program you must check the Title I indicator for those students who participate.
- 6. When is the inactive flag used?**
- There are four types of inactive students.
 - a. The first is your “No Shows”; these are students who do not come to school on the first day.
 - b. Inactive seniors or the “Grade 13” are also classified as inactive.
 - c. Future Enrollees are inactive
 - A filter can be used to hide "inactives" which may make it easier to review data on the screen.
- 7. Can we set a student who attends the first day of school but then does not come back as inactive?**
- Any student who has spent one day at the school should be withdrawn instead of set to inactive because of attendance funding.
- 8. Can we delete the seniors or “no-show” students once a new year is started?**
- Please do not delete your 04-05 inactive seniors. You can delete your no-shows.
 - Beginning with the 05-06 school year, you can delete “no-shows” students after you receive the Oct 1st verification of no-shows report from KDE.
- 9. How do we handle merging schools?**
- If merging multiple schools into one school, you must set up the new school and take the students from the old school and set up in feeder option to feed data to the new school.
- 10. Preschool – Do we have enroll these students?**
- Yes, these students have to be enrolled through District Enrollment and Preschool User Record within STIOffice must be completed on all district funded preschool students.
- 11. Preschool – Do we have to keep attendance on these students?**
- No, attendance is not required on preschool students. A filter must be made to exclude preschool students from KDE attendance reports.
- 12. When you enroll a preschooler, homeroom is required, so what homeroom do we put preschool students in?**
- Set up a special four-digit homeroom just for preschoolers and exclude that homeroom from repots by sitting up a filter.

13. Will system automatically calculate the 10 days of Educational Enhancement?

- Yes, the 8.0 releases will notify district when a student has had 10 days of EHO.

14. How is Martin Luther King Day coded?

- Schools can choose to code it as one of their four Holidays, or an “X” day if they have already used all their holidays.

15. Is the Guardian SSN standard?

- Guardian SSN is not required.

16. Student middle name is not available?

- If available, the middle initial can also be used, otherwise leave blank. If the student is a married female, their maiden name can be used.

17. Teacher middle name is not available?

- If available, the middle initial can also be used, otherwise leave blank.

18. Can 7:30 or 8:00 AM be used as time of entry/withdrawal?

- You can use any time frame as long as the withdrawal time occurs at least 5 minutes before the entry time.

19. What is Head Start and Early Head Start?

- Head Start and Early Head Start are child development programs, which serve children from birth to age 5, pregnant women, and their families. They are child-focused programs and have the overall goal of increasing the school readiness of young children in low-income families. More information is available at:
<http://www.acf.hhs.gov/programs/hsb/about/>.

20. What student attendance codes are standard?

- All attendance codes must be linked to a state standardized attendance code under code maintenance.

21. When is grade 14 used?

- Grade 14 should be used when a child cannot be placed in a grade due to special needs.

22. When is the age equivalent grade used?

- The age equivalent grade is used only for Grade 14 students that are self-contained or so severely disabled that they cannot be placed in a grade. If the age of student is greater than 20 please use a best practice for determining the grade, for example Grade 12. The system defaults to grade level selected, change only when grade 14 is selected as student’s grade level.

23. Can P1, P2, P3 be used for grade levels? Can we classify private/parochial students or student we service for speech under our own grade classification?

- No, only a numeric grade can be used, such as Grade 1, etc. The **ONLY** Valid grade levels are:
 - a. **95** – infants
 - b. **96** – 1 year olds
 - c. **97** – 2 year olds.
 - d. **98** – 3 year olds.
 - e. **99** – 4 year olds.
 - f. **0** – Kindergarten or Entry Level (also known as P1)
 - g. **1** – 1st Grade (also known as P2)
 - h. **2** – 2nd Grade (also known as P3)
 - i. **3** – 3rd Grade (also known as P4)
 - j. **4 – 12** Grades 4th – 12th
 - k. **14** – only used for exceptional children who cannot be placed in a grade.

24. Why is SSP4 not standard?

- SSP4 data still needs to be captured, however, it should not create an incident.

25. Why is mother's maiden name standard?

- Mother's maiden name is required for new entrants only. It will be used to resolve possible duplicated students. The field should contain only the surname; first name should not be included.

26. Can everyone view the SES and Homeless fields?

- These fields will be hidden with the 8.0 release and administrator must go in and assign access to select few that need it, for more information on how an administrator can assign access to these fields visit our website at:
<http://www.education.ky.gov/KDE/Administrative+Resources/Data+and+Research/Data+Security/Default.htm>

27. Where is the locker fee located?

- The locker fee is a special fee that is created by the school with these steps:
 - a. Utilities
 - b. Fees
 - c. Special Fees
 - d. Insert – Code and Description

28. Is medical information required?

- Yes the following Health information must be entered into the STIHealth program:
 - a. Immunizations (initial entry/age appropriate)
 - b. Physicals (initial entry/sixth grade)
 - c. Vision Exam (initial entry)
 - d. Vision and Hearing Screening (as determined by district)
 - e. Scoliosis (6th and 8th grade)

To view 2005-2006 data standards for STIHealth visit the following website:
<http://www.education.ky.gov/KDE/Administrative+Resources/Data+and+Research/Data+Standardization/default.htm>

29. Where is the KDE website?

- KDE website is <http://www.education.ky.gov>.

30. What does NCES stand for?

- The National Center for Educational Statistics.

31. Is the Virtual Course User Record used just for KVHS courses?

- No, this should be used when a student is enrolled in any virtual course off-site. You do not have to complete the record if the student is currently attending on-site for part of the regular school day and taking virtual courses.

32. Do districts get approval of KVHS Report before sending in?

- No, it is not a report that they send data to the state, it is run to adjust the SAAR.

33. If a parent shares custody equally, whom do I put for “Lives With”?

- You should list the Guardian listed first on the guardian screen.

34. If the parents are different nationalities, which do I choose?

- You should choose the mother’s nationality.

35. What’s the difference between Original Entry Date and Entry Date?

- The **Original Entry Date** is the date a student entered a school in KY for the very 1st time. If a student changes schools, districts or even moves out of state this date never changes.
- The **Entry Date** is the student’s first attendance day at your school and would change if the student moves.

36. What dropout codes require a dropout user record?

- Any student withdrawn using W24 or W25 in grades 7-12

37. If as student gets GED after dropping out of school, and user changes withdrawal code to W27, do they use original date or current date?

- Use the original date and delete dropout questionnaire attached to student.

38. If I check the “No Substan Enroll” box, do I still have to complete the dropout questionnaire?

- No. This indicates you have no idea of the student’s whereabouts and you don’t have to complete the rest of the questionnaire.

39. Is Guardian Education standard on Dropout User Record?

- No, this field is optional

40. Is the TEDS user record required for every student?

- The TEDS user record is required for vocational students in grades 7-12.

41. Does each PA report require a signature?

- Principal or certified staff must approve

42. What is 'Public School Choice' and when is it required?

- This should be checked when student chooses to enroll in another school because their original school does not meet AYP (adequate yearly progress).
- The receiving schools should select indicator

43. Is travel time to vocational school considered instructional time?

- Yes

44. Is passing time between classes considered instructional?

- Yes, but anything over five minutes is considered non-instructional.

45. Will user records transfer to district?

- No, user records will not transfer with student

46. What's the definition of a homeless student? What do I use for their address?

- The term "homeless children and youths"-
 - (A) Means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103 (a)(1); and
 - (B) Includes-
 - (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - (ii) children and youths who have a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103 (a)(2)(C);
 - (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because

the children are living in circumstances described in clauses (i) through (iii).

(C) The term ‘unaccompanied youth’ includes a youth not in the physical custody of a parent or guardian.

- Give the address for the temporary housing

47. If a student is emancipated (lives on own, are they considered homeless? What lives with code do you use?

- Yes, they are considered homeless (unaccompanied youth)
- You would use the lives with code of 9999-Other]

48. If a student is marked homeless, but their living status changes within current school year, do we uncheck the homeless indicator

- No, once they have been marked homeless, the selection should remain through entire school year.